

File No.D-21013(17)/09-GA
Government of India
Ministry of Micro, Small and Medium Enterprises

Udyog Bhavan, New Delhi
Dated 6th January, 2010

Subject : Contract for supply of toners and cartridges in Ministry of Micro, Small and Medium Enterprises from 20th January, 2010 to 31st March,2011-regd.

Sir,

I am directed to say that Ministry of Micro, Small and Medium Enterprises(MSME) invites sealed quotations for supply of toners and cartridges in Ministry of Micro, Small and Medium Enterprises from 20th January, 2010 to 31st March,2011. The details of the items are given in the enclosed sheet ([Annexure-I](#)). The tender offers in sealed covers should be submitted to the undersigned on or before 4.00 P.M on 15.01.2010 along with earnest money deposit of Rs. 30,000/- (Rs. Thirty thousand) only in the form of a Demand Draft/FDR in favour of DDO, Ministry of MSME. The tenders would be opened on the same day at 4.30 P.M. in room No. 356-A, Udyog Bhawan in the presence of the tenderers who wish to be present. The terms and conditions of the contract are as under:-

1. The contract will be up to 31st March,2011 from date of award but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of contract and no revision of rates will be allowed.
2. Only those firms may send their quotations who are the Registered Supplies Resellers (RSRs)/ dealers of HP for supply of toners and cartridges. A certificate to this effect must be enclosed with the quotations without which the quotation will not be considered.
3. The firm submitting quotations should be well equipped and should have the required infrastructure and expertise to undertake the job of supply of toners and cartridges. The firm should have achieved a minimum turnover of Rs. 50.00 lakh (Rupees Fifty lakhs only) through sale of toners and cartridges during last three financial years i.e. 2006-07, 2007-08 and 2008-09.
4. The Contractor will be required to contact the General Administration of this Ministry every day to take orders for supply of toners and cartridges items.
5. All items will be carried out on the basis of only written orders from the Ministry from time to time.

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6. The successful contractor will have to deposit Rs. 60,000/- (Rs. Sixty Thousand) only in advance as security deposit in the form of a DD/FDR in favour of DDO, M/o MSME to be retained during the contract period.
7. In case of violation of the above terms of the contract, the security deposit would be forfeited.
8. The Ministry is not bound to accept the lowest rate and reserves the right to reject any/all offers without assigning any reasons.
9. The earnest money deposit will be returned after the contract has been finalized and contractor selected.

Accordingly, you may, if interested, send your quotations in sealed covers to the undersigned on or before 4.00 P.M on 15.01.10 along with earnest money deposit of Rs. 30,000/- (Rs. Thirty thousand) only in the form of DD/FDR in favour of DDO, Ministry of MSME

Yours faithfully

S/d-

(P.S. Verma)

Under Secretary to Govt. of India

Encl: As above

Annexure-I

FILE NO. D-21013(17)/09-GA
RATE LIST OF TONER AND CARTIDGES

S.No.	ITEM	RATE	VAT
1.	HP DESKJET CARTIDGE FOR 840 C PRINTER (BLACK)		
2.	HP DESKJET CARTIDGE FOR 840 C PRINTER (COLOUR)		
3.	HP DESKJET CARTIDGE FOR 5748 PRINTER (BLACK)		
4.	HP DESKJET CARTIDGE FOR 5748 PRINTER (COLOUR)		
5.	HP DESKJET CARTIDGE FOR 4368 PRINTER (BLACK)		
6.	HP DESKJET CARTIDGE FOR 4368 PRINTER (COLOUR)		
7.	HP DESKJET CARTIDGE FOR 5160 PRINTER (BLACK)		
8.	HP DESKJET CARTIDGE FOR 5160 PRINTER (COLOUR)		
9.	HP DESKJET CARTIDGE FOR 4355 PRINTER (BLACK)		
10.	HP DESKJET CARTIDGE FOR 4355 PRINTER (COLOUR)		
11.	HP DESKJET CARTIDGE FOR 6208 PRINTER (BLACK)		
12.	HP DESKJET CARTIDGE FOR 6208 PRINTER (COLOUR)		
13.	HP DESKJET CARTIDGE FOR HP PHOTOSMART C 309A PRINTER(BLACK)		
14.	HP DESKJET CARTIDGE FOR HP PHOTOSMART C 309A PRINTER(COLOUR)		
15.	HP CARTIDGE FOR HP PHOTOSMART C7288 PRINTER(BLACK)		
16.	HP CARTIDGE FOR HP PHOTOSMART C7288 PRINTER (COLOUR)		
17.	HP CARTIDGE FOR HP PRO L 7580 PRINTER(BLACK)		
18.	HP CARTIDGE FOR HP PRO L 7580 PRINTER(COLOUR)		
19.	HP LASERJET TONER CARTIDGE FOR 1010//1020/1022 PRINTER		
20.	HP LASERJET TONER FOR 1160/1320 PRINTER		
21.	HP LASERJET TONER FOR 1000 PRINTER		
22.	HP LASERJET TONER FOR 6 L PRINTER		
23.	HP COLOUR LASERJET TONER CARTIDGE FOR 2550 LPRINTER (BLACK)		
24.	HP COLOUR LASERJET TONER CARTIDGE FOR 2550 LPRINTER (COLOUR)		
25.	HP BLACK LASERJET TONER CARTIDGE FOR 2600dn PRINTER (BLACK)		
26.	HP COLOUR LASERJET TONER CARTIDGE FOR 2600dnPRINTER (COLOUR)		
27.	HP BLACK LASERJET TONER CARTIDGE FOR 2605dn PRINTER (BLACK)		
28.	HP COLOUR LASERJET TONER CARTIDGE FOR 2605dnPRINTER (COLOUR)		
29.	HP COLOUR LASERJET TONER CARTIDGE FOR 3000dn PRINTER (BLACK)		
30.	HP COLOUR LASERJET TONER CARTIDGE FOR 3000dn PRINTER (COLOUR)		
31.	HP COLOUR LASERJET TONER CARTIDGE FOR 3505n PRINTER (BLACK)		
32.	HP COLOUR LASERJET TONER CARTIDGE FOR 3505n PRINTER (COLOUR)		
33.	HP COLOUR LASERJET TONER CARTIDGE FOR 3800dn PRINTER (BLACK)		
34.	HP COLOUR LASERJET TONER CARTIDGE FOR 3800dn PRINTER (COLOUR)		
35.	HP LASERJET TONER FOR P 1505 PRINTER		
36.	HP LASERJET TONER FOR P 1007 PRINTER		
37.	TONER CARTIDGE FOR SAMSUNG FAX (SF 565P)		
38.	TONER CARTIDGE FOR SAMSUNG FAX (SF 565PR)		
39.	TONER CARTIDGE FOR CANON FAX (L 140)		
40.	TONER CARTIDGE FOR TOSHIBA FAX (50 F)		
41.	TONER CARTIDGE FOR TOSHIBA PHOTOCOPIER E-STUDIO 351C (BLACK)		
42.	TONER CARTIDGE FOR TOSHIBA PHOTOCOPIER E-STUDIO 351C (COLOUR)		
43.	TONER CARTIDGE FOR SHARP PHOTOCOPIER AR 5625		
44.	TONER CARTIDGE FOR KYOCERA TASK ALFA –180 PHOTOCOPIER		